Southeastern TECHNICAL COLLEGE

TENTATIVE—SUBJECT TO CHANGE
CIST 1220 Structured Query Language (SQL)
ONLINE COURSE SYLLABUS
Summer Semester 2020 (FY202016)

COURSE INFORMATION

Credit Hours/Minutes: **4 / 5250**
Campus Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard**
Class Meets: Via Internet for 9 ½ weeks with **weekly online webinars (May 26 – July 30, 2020)**
Course Reference Number (CRN): **60029**
Preferred Method of Contact: **STC Office 365 Email**

INSTRUCTOR CONTACT INFORMATION

Instructor Name: **Mr. Jamie Powers**
Office Location: **Swainsboro Campus, Building 2, Room 2106**
Office Hours: **8 a.m. – 11:30 a.m. Monday-Thursday**
Email Address: Jamie Powers jpowers@southeasterntech.edu
Phone: **478-289-2221**
Fax Number: **478-289-2214**
Tutoring Hours (if applicable): **8 a.m. – 11:30 a.m. Monday-Thursday, or made by appointment with instructor**

This course is taught in an online format with students completing all work online at the student's convenience with respect to the instructor's requirements. The instructor will hold weekly live/recorded webinars that the student can attend.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's Catalog and Handbook (http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT
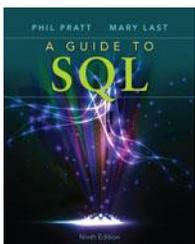
Pratt & Last, A Guide to SQL, Course Technology, Massachusetts 2015. (ISBN: 1-111-52727-X or 978-1-111-52727-3. **Students can use e-books if they have a valid Cengage Unlimited license (www.cengagebrain.com). Highly recommend purchasing the $7.99 Cengage rental of the book to have in front of you.** You can purchase from the **Southeastern Technical College bookstore (stcbookstore@southeasterntech.edu) or 912-538-3129. Students are required to have all books and supplies on the first day of class.**

REQUIRED SUPPLIES & SOFTWARE

One notebook, loose-leaf paper, pens, pencils, and 1 **Flash USB Drive, webcam, microphone**, and headphones.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE

Database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, and Developing and Using SQL Procedures.

PREREQUISITE(S)

CIST 1001 Computer Concepts

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:
1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are **due at 11:55 PM on Monday** of each week. **Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0. Unannounced quizzes/assignments may be given. Program students must earn a minimum grade of C in this course.** Assignments must be keyed in Notepad++ and using MySQL program text editor. They will be saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **4 hours per week** during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of your Blackboard course.

DISCUSSION BOARD TOPICS

Discussions must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient for discussion. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

EMAILS

Preferred method of communication should be through college Office 365 student mail. Make sure student name and class are in the subject line of every email sent. For example: **CIST1220 Powers**

Students are expected to communicate frequently through college email and discussion boards. College Office 365 email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of our Blackboard course.

CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course. Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.
Swainsboro Campus: Macy Gay, (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas, (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the

course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay, (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: Helen Thomas, (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

PROCTORED EVENT

Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it.

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course. The event will be the Final Exam on July 28.**

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or

browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right **to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam**. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions! Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at 11:55 PM. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**
   Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. **Second Offense**
   Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. **Third Offense**
   Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the

Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@southeasterntech.edu)

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the Southeastern Technical College Website (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Exercises	20%
Review Questions	20%
Discussion Boards	10%
Chapter Tests	20%
Quizzes	10%
Proctored Event/ Final Exam **(due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event through Respondus Monitor, but will not be required to come on campus to do it).**	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Grade of D or below results in student repeating the class

This is a fast-paced course and you cannot delay on assignments or you will get behind. Please keep up with your work or stay ahead

Discussion Board Grading Rubrics:

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.

CIST1220 Structured Query Language (SQL)
Summer Semester 2020 Lesson Plan (FY202016)

Date	Chapter	Content	Assignments and Tests	Competency
Week 1 May 26 – June 1	**1**	Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage, Completion of Forms Review Blackboard Course, Discussion Boards	**Login to Blackboard:** Complete each item Getting Started Pledge Acknowledgement Student Introduction Use the Oracle Information and Files link to access your Oracle Files. You will need to print these out to use for the first few chapters. Setup Tables with Instructor Read Chapter 1 – There is nothing to submit this week Instructor Lecture and demonstration over Chapter **Week 1 assignments must be completed and turned in before 11:55 PM June 1**	
Week 2 June 2 - 8	**1**	**Chapter 1** Introduction to Tal Distributors, Colonial Adventure Tours, and Solmaris Condominium Group	**COMPLETE EVEN** Number Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Word. Save to your jump drive.** Complete Discussion Board Question 1 Chapter 1 Review Questions on Blackboard Chapter 1 Test **Week 2 assignments must be completed and turned in before 11:55 PM June 8**	**1 a,b,c**
Week 3 June 9 - 15	**2 3**	Load Oracle 11g Database Express Edition from Oracle Website (FREE). *See instructions on Blackboard announcement* **Chapter 2** Database Design Fundamentals **Start Chapter 3** Creating Tables	**WILL NEED ORACLE DATABASE FOR CHAPTER 3 - 8** Instructor Lecture and demonstration over Chapter No Exercises for Chapter 2 Complete Discussion Board Question 2 Chapter 2 Review Questions on Blackboard **Chapter 2 Test** Complete Discussion Board Question 3 **Week 3 assignments must be completed and turned in before 11:55 PM June 15**	1,2,3 a,b,c

Date	Chapter	Content	Assignments and Tests	Competency
Week 4 June 16 - 22	3	**Chapter 3** Creating Tables **MUST HAVE ORACLE DATABASE 10 G EXPRESS LOADED TO COMPLETE WORK.** **GET DATA FILES OFF THE FILE ON THE BLACKBOARD COURSE or STC DRIVE M: CIST\CIST1220 – SQL\ORACLE FOLDER**	Instructor Lecture and demonstration over Chapter **COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 3 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 3 Review Questions on Blackboard **Quiz 1** **Chapter 3 Test** **Week 4 assignments must be completed and turned in before 11:55 PM June 22**	3 a,c
Week 5 June 23 - 29	4	**Chapter 4** Single-Table Queries	Instructor Lecture and demonstration over Chapter **COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 4 YOURNAME to your jump drive and place in the chapter dropbox.** Complete Discussion Board Question 4 **Quiz 2** Chapter 4 Review Questions on Blackboard **Chapter 4 Test** **Week 5 assignments must be completed and turned in before 11:55 PM June 29**	**3, a,b,c**
Week 6 June 30 – July 7	5	**Chapter 5 –** Multiple-Table Queries **See Announcement for Hints** **July 6 HOLIDAY**	Instructor Lecture and demonstration over Chapter **COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 5 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 5 Review Questions on Blackboard Complete Discussion Board Question 5 **Quiz** **Chapter 5 Test** **Week 6 assignments must be completed and turned in before 11:55 PM July 7**	3, a,b,c

Date	Chapter	Content	Assignments and Tests	Competency
Week 7 July 7 – 13	6 7	**Chapter 6** – Updating Data **See Announcement for Hints** **Chapter 7** – Database Administration	Instructor Lecture and demonstration over Chapters **COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 6 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 6 Review Questions **Chapter 6 Test** **COMPLETE ALL** Exercises (Colonial Adventure Tours and Solmaris Condominium Group) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial & Solmaris Chp 7 YOURNAME to your jump drive and place in the chapter dropbox.** Chapter 7 Review Questions **Chapter 7 Test** **Week 7 assignments must be completed and turned in before 11:55 PM July 13**	4 a,b,c
Week 8 July 14 - 20	8	**Chapter 8** –SQL Functions & Procedures	Instructor Lecture and demonstration over Chapter **COMPLETE 1-5, 8** Exercises (Colonial Adventure Tours only) **using Oracle SQL Commands text editor and run. Copy and paste your command to a word document. Number the questions. Save the whole document as Colonial Chp 8 YOURNAME to your jump drive and place in the chapter dropbox.** **Week 8 assignments must be completed and turned in before 11:55 PM July 20**	1,3,4,5 a,b,c
Week 9 July 21- 27		**Last day of class 28th**	Chapter 8 Review Questions **Chapter 8 Test** Review for Final Exam **Week assignments must be completed and turned in before 11:55 PM July 27**	
Finals **July 28**		**Final Exam**	**Final Exam Covering Chapters 1-8 July 28 on NO EXCEPTIONS**	

Competency Areas:

1. Database Vocabulary

2. Relational Database Design

3. Date retrieval using SQL

4. Data Modification using SQL

5. Developing and Using SQL Procedures

General Core Educational Competencies
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.